

POSITION DESCRIPTION

Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Unclassified ▼	Temporary ▼	Full-Time ▼	Existing ▼	100% ▼	Other %
Position Number: K0218536		Current Class Title: Public Service Executive I		For Use by Human Resources Allocation: Public Service Executive I Effective Date: 5/2/2010 FLSA Status: Exempt Approved By: Patti Woodcock Pay Grade: 29	
Employee Name: Linda Williams		Proposed Class Title: (reallocations or new positions only)			
Direct	Name: Marc Shiff	Position Number: K0047427			
Supervisor	Title: Director, Children & Youth with Special Health Care Needs				
Location:	Topeka/Shawnee ▼	Other Location:	8:00am - 5:00pm ▼	Other Hours:	
Division:	Division of Health, Bureau of Family Health ▼			Budget Program Number:	65133

Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

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2. How much latitude is allowed incumbent in completing work? Considerable ▼

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

Regular meetings with supervisor to check progress and conformance to established policies and requirements; meetings with other program staff within the agency and in other public or private agencies; workshops and conferences; written and verbal communication; federal and state regulations and guidelines. Assignments will be made as expected outcomes within scope of established policies. Guidance will be provided through formal and informal meetings.

4. Which statement best describes the results of error in action or decision of this incumbent?

Major program failure, major property loss, or serious injury or incapacitation. ▼

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.

Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Number	% of Time	E or M	Description of Duties
1.	45%	E	In compliance with agency policies, statutes, regulations and guidelines plan, organize and direct the activities and manage the resources necessary to operate and maintain the expanded Newborn Metabolic Screening Program. These functions are performed through a) the development and dissemination of materials used to inform families, physicians, nurses, medical professionals and the general public about NBS follow-up guidelines, procedures and services; b) development and provision of training for physicians, nurses and medical professionals related to newborn screening follow-up guidelines and procedures; c) revision and development of expanded Newborn Screening policies, procedures and guidelines; d) interpretation of regulations, guidelines and procedures for parents, physicians, nurses, medical professionals and the general public; and e) the preparation and management of the NBS budget. Review will be ongoing through documentation of development and dissemination of informational and training materials, maintenance of training and meeting attendance minutes/files, surveys, data analysis, monitoring of expenditures and performance evaluations.
2.	25%	E	Assists with development, implementation and coordination of the Newborn Screening Advisory Council and associated meetings, serves as program liaison on the Advisory Council to represent the issues and concerns of the Newborn Screening program, serves as program liaison on other Newborn Screening related committees, task forces or work groups as assigned by supervisor. PSE I, Section Director and Bureau Director will review functions of these tasks annually, or more frequently if needed, to analyze results of participation and need for continued participation.
3.	15%	E	Manages Newborn Screening responsibilities related to the KDHE Newborn Screening database to include data entry, provider contact information and submission form updates, annual provider data submission reminders, interfaces with KDHE information resources to gather and analyze data, study processes, identification of problems and formulation of solutions. Prepares or directs maintenance of necessary records and reports. Ongoing review through meetings with supervisor and other appropriate staff to obtain information, approval and direction, to discuss progress and to discuss problems relating to administration of services or program content and objectives.
4.	10%	E	Provides supervision and leadership for designated Newborn Screening staff through regular staff meetings, annual personnel performance evaluations, and provision of information and direction on a regular basis. Responsibility for this task includes training, instructing, scheduling and reviewing work and recommending hiring and disciplinary actions to a higher level of authority.
5.			
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:		<input checked="" type="radio"/> Supervisor <input type="radio"/> Non-Supervisor	
7. List the class titles and position numbers of all agency employees directly supervised by this position:			
Class Title	Position #	Class Title	Position #
Administrative Specialist	K0218539		
Administrative Assistant	K0210460		

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?			
<input type="checkbox"/> Local Government Officials <input checked="" type="checkbox"/> State Government Officials <input checked="" type="checkbox"/> Federal Government Officials <input checked="" type="checkbox"/> Community Contacts <input type="checkbox"/> Private Consultants <input type="checkbox"/> Owners <input type="checkbox"/> Operators <input checked="" type="checkbox"/> Legislature <input checked="" type="checkbox"/> KDHE Program Staff <input checked="" type="checkbox"/> Other: Regional Representative <input type="checkbox"/> Other: <input type="checkbox"/> Other: 	Frequency: Daily Occasionally Daily Frequency: Frequency: Frequency: Occasionally Daily Frequently Frequency: Frequency:	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	Purpose: carry out duties carry out duties carry out duties Purpose: Purpose: Purpose: provide program information provide program information carry out duties Purpose: Purpose:
Other Purpose:			

9. What hazards, risks or discomforts exist on the job or in the work environment?	
<input type="radio"/> Normal Office Environment <input checked="" type="radio"/> Other (please explain)	Normal office environment plus moderate in-state and limited out-of-state travel with related risks or discomforts.

10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others. (Check all that apply.)	
<input type="checkbox"/> Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public. <input type="checkbox"/> Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur. <input type="checkbox"/> Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training. <input type="checkbox"/> Personal protective equipment is provided as necessary. <input checked="" type="checkbox"/> The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries. <input checked="" type="checkbox"/> Normal driving and road hazards may occur while traveling Kansas roads. <input checked="" type="checkbox"/> Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc. <input checked="" type="checkbox"/> Requires the use of computer, copier, calculator, fax, and other electrical office machines. <input checked="" type="checkbox"/> Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office. <input checked="" type="checkbox"/> Other: Some air travel will occur. The employee should observe posted air travel rules and regulations.	

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.			
Equipment:	Frequency Used:	Equipment:	Frequency Used:
<input checked="" type="checkbox"/> Computer	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼
<input checked="" type="checkbox"/> Telephone	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼
<input checked="" type="checkbox"/> Copier	Daily ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼
<input checked="" type="checkbox"/> Fax machine	Frequently ▼	<input type="checkbox"/> Other (describe)	Frequency: ▼
<input checked="" type="checkbox"/> Scanner	Occasionally ▼		
<input type="checkbox"/> Scientific equipment	Frequency: ▼		
<input type="checkbox"/> Sampling equipment	Frequency: ▼		
<input checked="" type="checkbox"/> Vehicle	Frequently ▼		

Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

One year of experience in planning, organizing and directing the work of a department, program or agency.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required ☐ Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
☐ Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position.
☐ Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.

Other License

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education

- ☐ High School/GED
☒ Bachelors Degree
☒ Masters Degree
☐ Ph.D.
☐ M.D.
☐ Other
☐ Other
☐ Other
☐ Other

Degree Area

Nursing
Health Care/Genetics Counseling

Preferred Skills

- ☒ Computer Skills
☒ Grammar
☒ Other
☒ Other
☒ Other
☒ Other
☒ Other
☐ Other
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

Professionalism/work ethics

Oral and written communication

Teamwork/Collaboration

Critical thinking/Problem solving

Supervisory

Preferred Experience:

Experience in managing a team of health professionals. Project management experience. Experience in facilitating and organizing the work of community and professional groups. One year of experience planning, organizing and directing the work of a public health, neonatal health, maternal/child health, genetics, nursing or other related program.

Part IV: SIGNATURES

Signature of Employee

Date

Signature of Human Resources Official

4/26/2010

Date

Approved:

Marc Shiff

4/21/2010

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

4/26/2010

Date